

CONTENT AREA

Administrative Benefits Enrollments of New Employees

ISSUE/QUESTION

Agency benefit liaisons have requested:

- a re-posting of the HRIS Task Step Chart for New Participant Administrative Enrollments and
- assistance with the enrollment of dependents.

RESOLUTION

The HRIS Task Step Chart for New Participant Administrative Enrollments is attached.

Liaisons needing assistance with the enrollment of dependents should send an e-mail with the employee's EIN to beneissues@ad.state.az.us. ADOA Benefits will add the dependents.

Dependents who are not listed on a family plan will not have coverage.

ISSUED

April 22, 2004